AL.1-1590
C2

Annual Report 2003-2004

FREEDOM OF INFORMATION
AND PROTECTION OF PRIVACY

Digitized by the Internet Archive
in 2017 with funding from
University of Alberta Libraries

https://archive.org/details/annualreportfree2003albe

November 2004

Honourable Ken Kowalski
Speaker
Legislative Assembly of Alberta
325 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta
T5K 2B6

Dear Sir:

In accordance with Section 86 of the *Freedom of Information and Protection of Privacy Act*, I have the honour to submit the ninth annual report on the operation of this Act for the fiscal year ended March 31, 2004.

Respectfully submitted,

David C. Coutts
Minister

Minister's Message

Administering Alberta's *Freedom of Information and Protection of Privacy Act* (FOIP) is a very important part of this government's commitment to openness and accountability – balanced by our responsibility to guard the personal information entrusted to us.

Since the FOIP Act first took effect nine years ago, our provincial government bodies have handled approximately 16,500 requests for information and responded to 92 per cent of them within 60 days. Albertans value their right to access information. We have succeeded in continuing to provide these services effectively.

I am pleased to report on significant accomplishments for the 2003–2004 fiscal year:

- The *FOIP Amendment Act, 2003* came into force on May 16, 2003. All 24 of the recommendations of the Select Special Freedom of Information and Protection of Privacy Act Review Committee that involved amendments to the Act were addressed. Alberta Government Services provided a range of new information resources and presentations to assist public bodies in putting the legislative changes into action. Work also began this year on the development of a FOIP Amendment Regulation to address other recommendations of the Select Special Committee.
- Alberta Government Services, in partnership with Alberta Justice and Attorney General, and with the support of every ministry, completed a major review of all Alberta legislation in preparation for the introduction of private-sector privacy legislation on January 1, 2004. The purposes of the review were to ensure that all legislation affecting the private sector is consistent with privacy principles and that public bodies and private-sector organizations would continue to be able to interact effectively after the new privacy legislation came into force. This harmonization project, which resulted in amendments to a number of Alberta Acts, helped to ensure a smooth transition when the *Personal Information Protection Act* came into effect in January 2004.

I wish to thank the Information and Privacy Commissioner, elected officials, and staff in government and local public bodies for their enduring commitment to Alberta's *Freedom of Information and Protection of Privacy Act.*

Continued interest in FOIP training and the high level of service provided by FOIP practitioners in the provincial government and local public bodies demonstrate commitment to openness and transparency as well as protection of personal information that Albertans can expect from their government.

David C. Coutts, MLA
Minister of Government Services

Contents

Page

1. **Overview and Key Activities** 3

2. **Results Analysis**

   (a) Requests to Provincial Government Ministries 4

   (b) Distribution of Requests Received Under the Act by Provincial Government Ministries 12

   (c) Requests to Local Public Bodies 14

   (d) Distribution of Requests Received Under the Act by Local Public Bodies 21

3. **Financial Information**

   (a) Expenditures 22

   (b) Fees 22

The *Freedom of Information and Protection of Privacy Act* has applied to provincial government departments, agencies, boards and commissions, as well as the Legislative Assembly Office and the offices of Legislative Officers since October 1, 1995. Between September 1998 and October 1999, the Act was extended to local public bodies, such as school boards, health authorities, post-secondary educational institutions and municipalities.

On May 16, 2003 the *Freedom of Information and Protection of Privacy Amendment Act, 2003* came into force. The amendments reflected the recommendations of the Select Special Freedom of Information and Protection of Privacy Act Review Committee.

During the 2003-2004 fiscal year, Government and Program Support Services continued to coordinate the province-wide administration of the Act, began work on a proposal to amend the FOIP Regulation and provided ongoing support for provincial government bodies and local public bodies.

Government and Program Support Services also undertook the development of a web-based tool, which will provide public bodies with a more efficient and effective means of tracking FOIP requests and other access and privacy related activities.

Support to public bodies is provided through a variety of forums including regular meetings with FOIP coordinators, training programs, presentations, advisory services, the FOIP Help Desk and publications.

The FOIP Help Desk responded to over 1,500 inquiries. Three issues of "FOIP News", a newsletter designed for the local public bodies, were published during the fiscal year.

Over 650 employees of public bodies across the province completed 24 FOIP training courses.

A number of the existing publications were revised to reflect changes resulting from the *FOIP Amendment Act* that came into effect in May 2003. As well, three new bulletins were developed entitled: *Business Contact Information*, *Disclosure of Personal Information to Unions* and *FOIP Amendment Act, 2003*.

The FOIP web site continues to provide users with easy access to key information on the Act. During the 2003-2004 fiscal year, there were nearly 1,020,000 visits to the web site. The FOIP home page can be found at www.gov.ab.ca/foip.

Alberta's ninth annual information and privacy conference, "FOIP 2003," was held in Edmonton on June 12 and 13, 2003. Government and Program Support Services provided advice and assistance in the planning of the conference, which attracted over 300 registrants. Over 20 presentations and workshops were offered during the two-day conference. Speakers included Alberta's Information and Privacy Commissioner, Mr. Frank Work and Ontario's Privacy Commissioner, Dr. Ann Cavoukian, as well as Mr. Andrew Konstantaras, Executive Director of the Internet Law and Policy Forum.

2(a) Requests to Provincial Government Ministries

Requests Received

Government ministries routinely release a great quantity and variety of information. The FOIP Act is used only when information is not available through regular channels.

All public bodies, including ministries, Executive Council, Legislative Assembly Office, Office of the Auditor General, the Ombudsman, the Chief Electoral Officer, the Ethics Commissioner, the Information and Privacy Commissioner, and agencies, boards, and commissions designated in the FOIP Regulation submit statistical reports of their FOIP requests.

The public bodies track FOIP requests manually, or use the FOIP Request Tracking System.

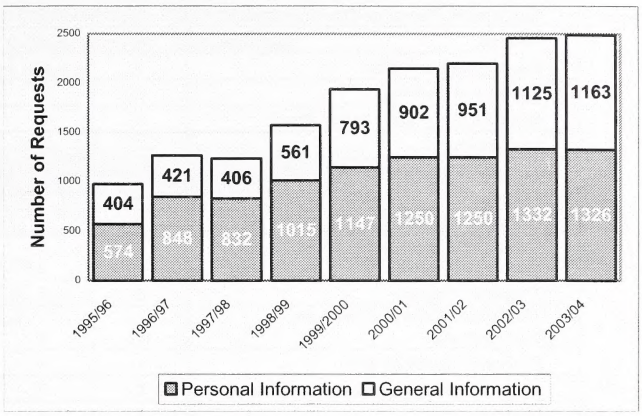
In the fiscal year from April 1, 2003 to March 31, 2004, a total of 2,497 FOIP requests were received by government departments, agencies, boards and commissions. This reflects a 2% increase from the 2,457 requests received the previous fiscal year.

In 2003-2004, there were eight requests for correction of personal information. This decreased from 13 such requests received in the previous fiscal year.

In 2003-2004, 53% of the requests received were from individuals seeking records containing information about themselves.

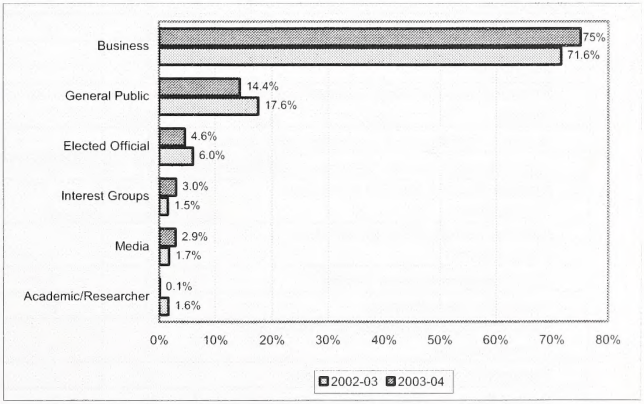
The remaining 47% of requests were made for general information. In this category, the top users of the Act were businesses, with 75% of requests, the general public with 14.4% of requests, elected officials with 4.6% of requests, interest groups with 3%, media with 2.9% and academics/researchers with 0.1% of requests.

Number of FOIP requests received by provincial government ministries since October 1, 1995



The FOIP Act was proclaimed on October 1, 1995.
This table excludes requests for correction.

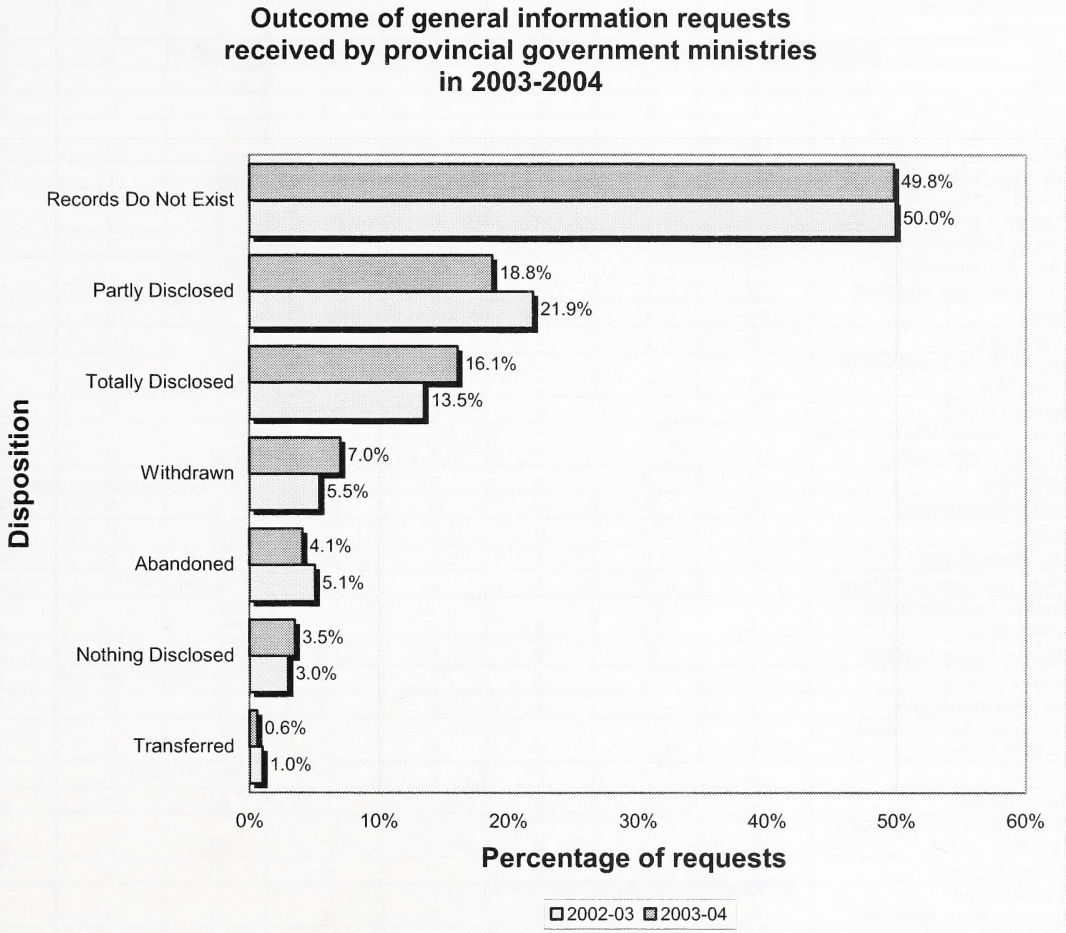
General information requests received by provincial government ministries in 2003-2004 by type of applicant



Distribution of General Requests under the Act Received by Provincial Government Ministries – By Source, April 1, 2003 to March 31, 2004

Public Body	Business	General Public	Elected Official	Interest Groups	Media	Academic/ Researcher	Total Requests
Environment	795	16	1	7	3	0	822
Human Resources and Employment	19	17	0	3	0	0	39
Justice	0	32	2	0	2	0	36
Sustainable Resource Development	14	12	1	6	2	0	35
Finance	5	8	9	0	0	0	22
Government Services	1	13	0	1	3	0	18
Health and Wellness	0	8	3	2	3	0	16
Alberta Energy and Utilities Board	9	6	0	0	0	0	15
Transportation	7	2	3	0	1	0	13
Child and Family Services Authorities	0	12	0	0	0	0	12
Learning	4	2	1	4	0	0	11
Municipal Affairs	7	4	0	0	0	0	11
Community Development *including Provincial Archives*	1	2	1	1	3	1	9
Executive Council	0	4	2	0	3	0	9
Aboriginal Affairs and Northern Development	1	0	7	0	0	0	8
Economic Development	1	1	3	3	0	0	8
Agriculture Food and Rural Development	0	3	1	0	3	0	7
Energy	1	0	4	0	2	0	7
Gaming *including Alberta Gaming and Liquor Commission*	2	2	2	0	1	0	7
Infrastructure	2	0	3	0	2	0	7
Labour Relations Board	0	0	0	6	0	0	6
Public Affairs Bureau	0	0	5	0	0	0	5
Solicitor General	0	4	0	0	1	0	5
Legislative Assembly Office	1	3	0	0	0	0	4
Workers' Compensation Board	2	1	1	0	0	0	4
Children's Advocate	0	3	0	0	0	0	3
Children's Services	0	3	0	0	0	0	3
Revenue	0	2	0	0	1	0	3
Seniors	0	0	2	0	1	0	3
International and Intergovernmental Relations	0	0	1	0	1	0	2
Persons with Developmental Disabilities Boards	0	2	0	0	0	0	2
Surface Rights/Land Compensation Board	0	2	0	0	0	0	2
Agriculture Financial Services Corporation	1	0	0	0	0	0	1
Alberta Alcohol and Drug Abuse Commission	0	0	0	0	1	0	1
Alberta Pensions Administration Corporation	0	1	0	0	0	0	1
Child Welfare Appeal Panel	0	1	0	0	0	0	1
Innovation and Science	0	0	0	0	1	0	1
Office of the Information and Privacy Commissioner	0	1	0	0	0	0	1
Personnel Administration Office	0	0	0	1	0	0	1
Social Care Facilities Review Committee	0	0	0	1	0	0	1
Appeals Commission for Alberta Workers' Compensation	0	0	1	0	0	0	1
Total	873	167	53	35	34	1	1163

For general requests, provincial government ministries disclosed or partially disclosed all of the records 35% of the time. Records did not exist 50% of the time. Requests for records were abandoned or withdrawn by the applicant or transferred to another public body over 11% of the time. No records were disclosed in only 4% of requests.

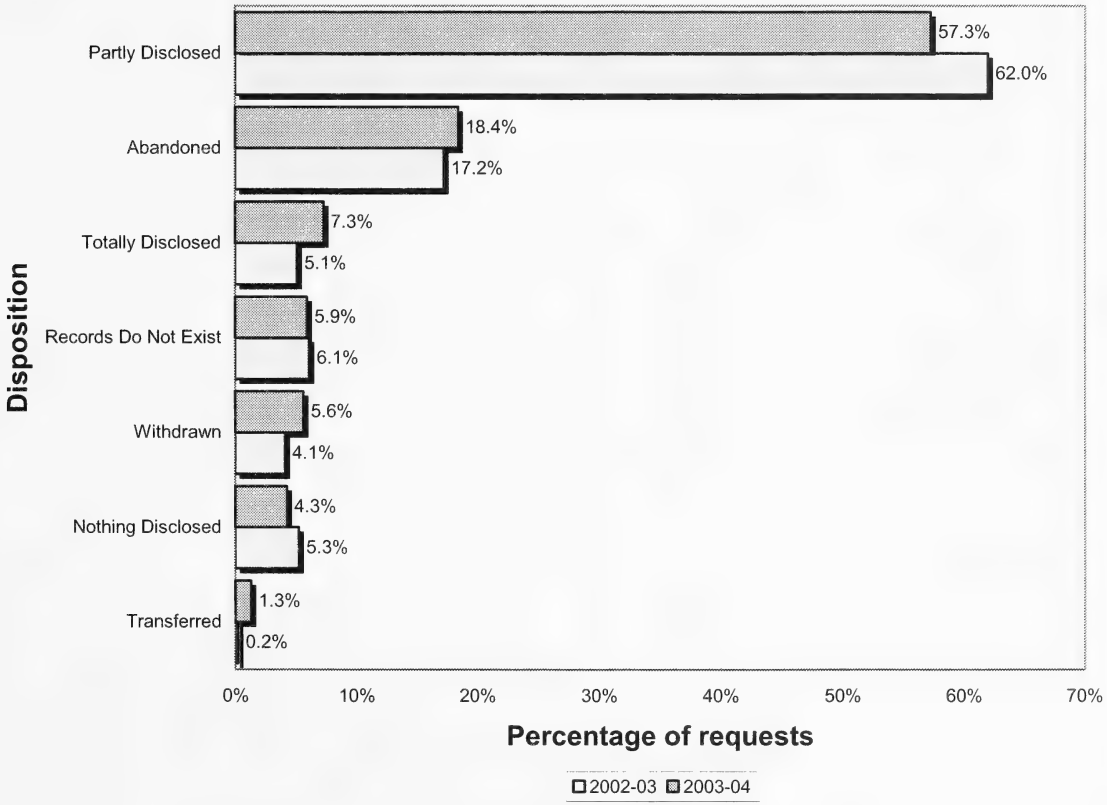


Distribution of General Requests under the Act Processed by Provincial Government Ministries – By Disposition – April 1, 2003 to March 31, 2004

Public Body	Records Do Not Exist	Disclosed Partly	Totally Disclosed	Withdrawn	Abandoned	Nothing Disclosed	Transferred	Disposition Total
Environment	574	71	126	57	6	2	0	836
Human Resources and Employment	2	29	2	3	3	2	2	43
Sustainable Resource Development	1	18	6	12	2	2	0	41
Justice	6	5	7	0	3	12	0	33
Finance	0	14	10	0	1	2	0	27
Government Services	0	4	2	0	9	3	0	18
Alberta Energy and Utilities Board	1	2	13	0	0	1	0	17
Health and Wellness	2	7	1	0	3	3	1	17
Child and Family Services Authorities	0	4	0	3	7	1	0	15
Municipal Affairs	0	12	0	1	0	2	0	15
Community Development *including Provincial Archives*	0	7	3	0	1	2	1	14
Learning	0	5	2	0	3	1	0	11
Transportation	0	6	4	0	1	0	0	11
Aboriginal Affairs and Northern Development	0	5	3	0	0	0	0	8
Executive Council	2	3	1	0	1	1	0	8
Gaming *including Alberta Gaming and Liquor Commission*	0	1	6	1	0	0	0	8
Infrastructure	0	3	1	2	1	0	1	8
Economic Development	0	6	0	0	0	0	0	6
Energy	0	3	0	0	2	0	0	5
Public Affairs Bureau	2	0	2	0	1	0	0	5
Workers' Compensation Board	1	3	0	0	0	0	1	5
Agriculture Food and Rural Development	0	2	0	1	0	1	0	4
Legislative Assembly Office	1	0	1	0	0	1	1	4
Children's Advocate	0	0	0	0	2	1	0	3
Labour Relations Board	0	0	0	0	0	3	0	3
Persons with Developmental Disabilities Boards	0	2	0	0	1	0	0	3
Revenue	0	1	0	1	1	0	0	3
Solicitor General	0	1	0	0	0	2	0	3
Alberta Pensions Administration Corporation	0	2	0	0	0	0	0	2
Children's Services	0	1	0	1	0	0	0	2
International and Intergovernmental Relations	0	2	0	0	0	0	0	2
Seniors	1	0	1	0	0	0	0	2
Social Care Facilities Review	0	2	0	0	0	0	0	2
Surface Rights/Land Compensation Board	0	2	0	0	0	0	0	2
Agriculture Financial Services Corporation	0	1	0	0	0	0	0	1
Alberta Alcohol and Drug Abuse Commission	0	0	1	0	0	0	0	1
Child Welfare Appeal Panel	0	0	0	1	0	0	0	1
Office of the Information and Privacy Commissioner	0	0	0	1	0	0	0	1
Personnel Administration Office	0	0	0	0	1	0	0	1
Appeals Commission for Alberta Workers' Compensation	1	0	0	0	0	0	0	1
Total	594	224	192	84	49	42	7	1192

For personal information requests, provincial government ministries disclosed all or part of the records 65% of the time. Requests were abandoned or withdrawn by the applicant or transferred to another public body 25% of the time. Records did not exist for 6% of requests. No records were disclosed for 4% of requests.

Outcome of personal information requests received by provincial government ministries in 2003-2004



Distribution of Personal Requests under the Act Processed by Provincial Government Ministries – By Disposition – April 1, 2003 to March 31, 2004

Public Body	Disclosed Partly	Abandoned	Totally Disclosed	Records Do Not Exist	Withdrawn	Nothing Disclosed	Transferred	Disposition Total
Child and Family Services Authorities	365	139	4	9	46	20	1	584
Human Resources and Employment	229	44	22	30	14	7	1	347
Workers' Compensation Board	23	20	47	2	4	0	1	97
Solicitor General	41	15	4	9	0	3	0	72
Children's Services	36	11	0	21	2	1	0	71
Justice	7	2	3	0	1	16	1	30
Learning	5	3	0	1	1	0	11	21
Community Development *including Provincial Archives*	9	2	6	2	0	1	0	20
Transportation	15	0	1	0	1	0	0	17
Appeals Commission for Alberta Workers' Compensation	4	3	1	1	4	0	0	13
Government Services	2	0	0	1	0	4	1	8
Health and Wellness	4	1	1	0	0	0	1	7
Persons with Developmental Disabilities Boards	3	2	0	1	1	0	0	7
Alberta Pensions Administration Corporation	2	0	3	0	0	0	0	5
Office of the Information and Privacy Commissioner	1	0	1	0	0	1	0	3
AISH Appeal Panels	2	0	0	0	0	0	0	2
Alberta Treasury Branches	0	0	0	0	0	2	0	2
Office of the Ombudsman	1	0	0	0	0	1	0	2
Revenue	2	0	0	0	0	0	0	2
Energy	1	0	0	0	0	0	0	1
Finance	1	0	0	0	0	0	0	1
Gaming *including Alberta Gaming and Liquor Commission*	1	0	0	0	0	0	0	1
Infrastructure	0	0	1	0	0	0	0	1
Municipal Affairs	0	0	1	0	0	0	0	1
Personnel Administration Office	0	0	0	1	0	0	0	1
Seniors	0	0	1	0	0	0	0	1
Total	754	242	96	78	74	56	17	1317

Exceptions and Exclusions

When public bodies sever information from a record, or withhold a record, they must indicate which section of the Act was used to authorize the decision. The following table summarizes the sections of the Act that were cited when records were not completely disclosed.

The number of occurrences indicates the number of requests where that section of the Act was used. Because several sections may be used on a single request, the number of occurrences is not related to the number of requests completed.

Sections of the Act Used	Exceptions	Number of Occurrences
17	Third party - personal information	892
24	Advice from officials	158
20	Law enforcement	102
27	Privileged information	87
12	Refuse to confirm or deny existence of a record	77
21	Intergovernmental relations	49
16	Third party – business interests/ tax information	43
25	Harmful to economic or other interests of a public body	17
29	Information otherwise available to the public	14
19	Confidential evaluations	11
22	Cabinet and Treasury Board confidences	11
18	Harmful to individual or public safety	5
26	Testing procedures, tests and audits	3
28	Disclosure harmful to the conservation of heritage sites	1
23	Local public body confidences	1

Sections of the Act Used	Exclusions	Number of Occurrences
5	Other legislation paramount	329
4(1)(l)	Registry records	35
4(1)(q)	Communications between MLAs and/or members of Executive Council	30
4(1)(a)	Court/judicial records	22
4(1)(d)	Records of Officers of the Legislature	17
4(1)(u)	Health information as defined in the Health Information Act	10
4(1)(b)	Quasi-judicial notes, communications, draft decisions	9
4(1)(k)	Incomplete prosecution records	8
4(1)(j)	Non-public body records in archives	3
4(1)(p)	Speaker/MLA records in Legislative Assembly Office	3
4(1)(g)	Examination/test questions	2
4(1)(r)	Treasury Branch records	2
4(1)(o)	Personal/constituency records of members of Executive Council	1

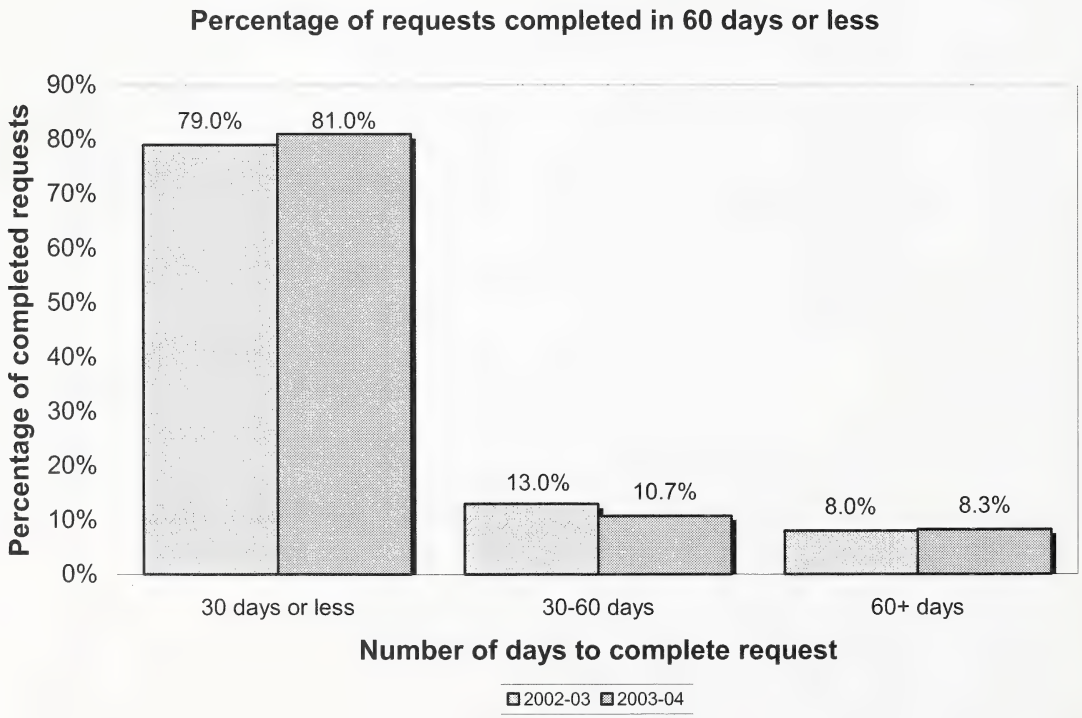
Response Times

The Act states that normally a request must be completed within 30 days of the date it was received. However, the Act allows the head of a public body to extend this for an additional 30 days under three circumstances. An extension may be allowed if more time is needed to consult with another public body or with a third party, if the request does not provide sufficient detail to allow identification of the requested record, or if a large number of records is involved.

A total of 92% of requests were completed within 60 days of receiving the requests.

This total represents 81% completed within 30 days, and 11% within 30 to 60 days. The remaining requests were completed in more than 60 days.

Public bodies continue to turn around a high volume of FOIP requests within a short time frame, despite an overall increase in volumes received. Albertans continue to have timely and effective access to government information.



2(b) Distribution of Requests under the Act Received by Provincial Government Ministries, April 1, 2003 to March 31, 2004

Public Body	General Information Requests	Personal Information Requests	Correction of Personal Information	Total Requests
Environment	822	0	1	823
Child and Family Services Authorities *	12	595	1	608
Human Resources and Employment	39	343	1	383
Workers' Compensation Board	4	93	4	101
Solicitor General	5	81	0	86
Children's Services	3	67	0	70
Justice	36	32	0	68
Sustainable Resource Development	35	0	0	35
Learning	11	21	0	32
Transportation	13	18	0	31
Community Development *including Provincial Archives*	9	18	1	28
Government Services	18	6	0	24
Finance	22	1	0	23
Health and Wellness	16	5	0	21
Appeals Commission for Alberta Workers' Compensation	1	15	0	16
Alberta Energy and Utilities Board	15	0	0	15
Municipal Affairs	11	1	0	12
Persons with Developmental Disabilities Boards *	2	8	0	10
Executive Council	9	0	0	9
Aboriginal Affairs and Northern Development	8	0	0	8
Economic Development	8	0	0	8
Energy	7	1	0	8
Gaming *including Alberta Gaming and Liquor Commission*	7	1	0	8
Agriculture Food and Rural Development	7	0	0	7
Infrastructure	7	0	0	7
Alberta Pensions Administration Corporation	1	5	0	6
Labour Relations Board	6	0	0	6
Public Affairs Bureau	5	0	0	5
Revenue	3	2	0	5
Legislative Assembly Office	4	0	0	4
Office of the Information and Privacy Commissioner	1	3	0	4
Seniors	3	1	0	4
Children's Advocate	3	0	0	3
Agriculture Financial Services Corporation	1	1	0	2
AISH Appeal Panels	0	3	0	2
Alberta Treasury Branches	0	2	0	2
International and Intergovernmental Affairs	2	0	0	2
Office of the Ombudsman	0	2	0	2
Personnel Administration Office	1	1	0	2
Surface Rights/Land Compensation Board	2	0	0	2
Alberta Alcohol and Drug Abuse Commission	1	0	0	1
Child Welfare Appeal Panel	1	0	0	1
Innovation and Science	1	0	0	1
Social Care Facilities Review Committee	1	0	0	1
Total	1163	1326	8	2497

* Details on next page

Details of Requests under the Act Received by Child and Family Service Authorities, April 1, 2003 to March 31, 2004

Child and Family Service Authorities	General Information Requests	Personal Information Requests	Correction of Personal Information	Total Requests
Region 1: Southwest Alberta	0	22	0	22
Region 2: Southeast Alberta	0	11	0	11
Region 3: Calgary and Area	4	166	0	170
Region 4: Central Alberta	2	57	0	59
Region 5: East Central Alberta	0	21	0	21
Region 6: Edmonton and Area	4	212	0	216
Region 7: North Central Alberta	0	56	0	56
Region 8: Northwest Alberta	0	38	1	39
Region 9: Northeast Alberta	2	7	0	9
Region 10: Métis Settlements	0	5	0	5
Total All Authorities	12	595	1	608

Details of Requests under the Act Received by Persons with Developmental Disabilities Boards, April 1, 2003 to March 31, 2004

Persons with Developmental Disabilities (PDD) Boards	General Information Requests	Personal Information Requests	Correction of Personal Information	Total Requests
PDD - Calgary Region Board	0	1	0	1
PDD - Central Region Board	1	4	0	5
PDD - Edmonton Region Board	1	0	0	1
PDD - Northeast Region Board	0	1	0	1
PDD - Northwest Region Board	0	2	0	2
Total All Boards	2	8	0	10

2(c) Requests to Local Public Bodies

Requests Received

In 2003-2004, statistics were received from 948 local public bodies.

Local public bodies received 881 FOIP requests in the fiscal year 2003-2004. This number has increased nearly 20% from the 736 requests received in the previous fiscal year.

In 2003-2004, there were four requests to correct personal information, compared to eight received in the previous fiscal year.

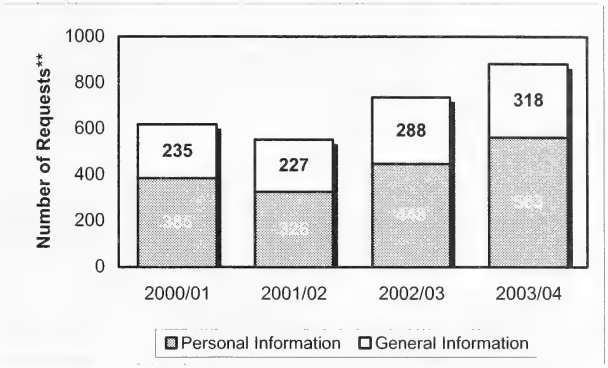
In 2003-2004, 563 or 64% of requests received were from individuals seeking records containing information about themselves.

Police services and commissions had an increase of FOIP requests, 395 in the fiscal year. This is an increase of 16% from the previous fiscal year; 83% of these requests were for personal information.

Local government bodies received 252 requests in the fiscal year. This is an increase from 212 requests received in 2002-2003; 65% of the requests were for general information. Municipalities received the majority (240) of the requests received by the local government sector. Housing management bodies received seven requests. Libraries received four requests and drainage districts received one request. Métis settlements and irrigation districts did not report any requests.

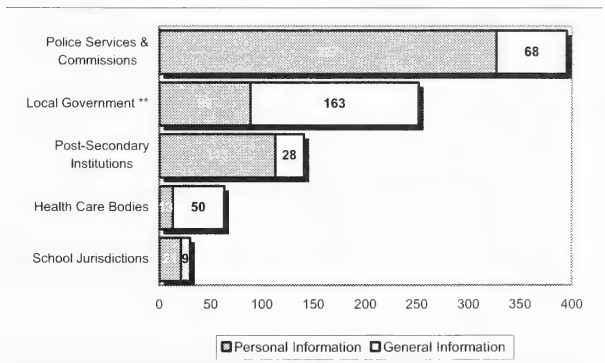
Post-secondary educational institutions experienced a significant increase of FOIP requests, 141 in the fiscal year. This represents a 120% increase in requests received over the previous fiscal year (62); 80% were requests for personal information, up slightly from 78% the previous year.

Number of FOIP requests received by local public bodies since April 1, 2000*



* Excludes requests for correction.
** 2000-01 was the first reporting period where all local public bodies provided statistical information for a complete fiscal year.

Number of FOIP requests received by sector in 2003-2004*



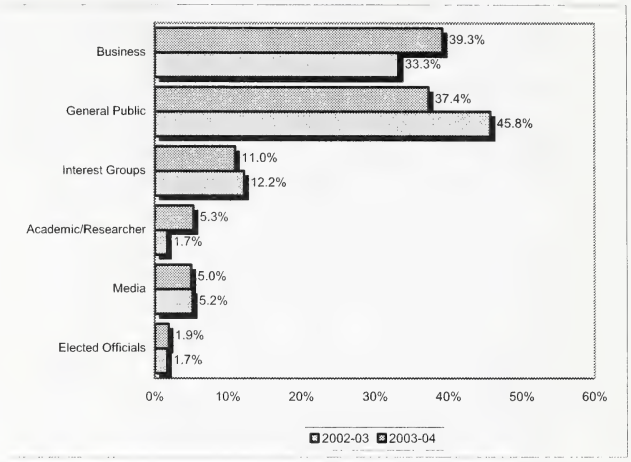
* Excludes requests for correction.
** Includes municipalities, improvement districts, special areas, regional service commissions, drainage and irrigation districts, housing management bodies, Métis settlements/General Council, and public libraries.

Health care bodies received 63 requests. This is a decrease of 36% from last fiscal year; 79% of the requests were for general information.

School jurisdictions received 30 requests. This is a decrease of 32% from the previous fiscal year; 70% of the requests were for personal information.

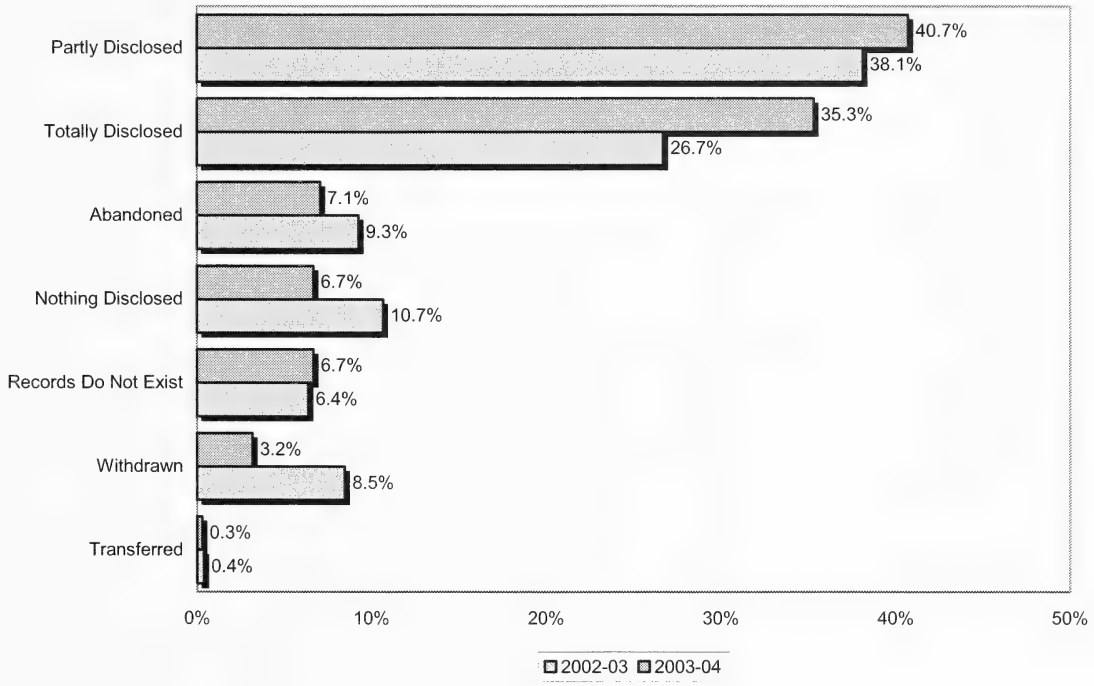
A total of 36% of requests to local public bodies were made for general information. In this category, the top users of the Act were businesses, with 39% of requests, followed by the general public with 37% of requests, interest groups with 11% of requests, academics/researchers and the media with 10% of requests and elected officials with almost 2% of requests.

General information requests received by local public bodies in 2003-2004 by type of applicant



For general requests, local public bodies disclosed or partly disclosed records 76% of the time. Requests for records were abandoned 7% of the time. Records did not exist almost 7% of the time. Requests were withdrawn by the applicant or transferred to another public body 3% of the time. No records were disclosed for almost 7% of requests.

Outcome for general information requests received by local public bodies in 2003-2004



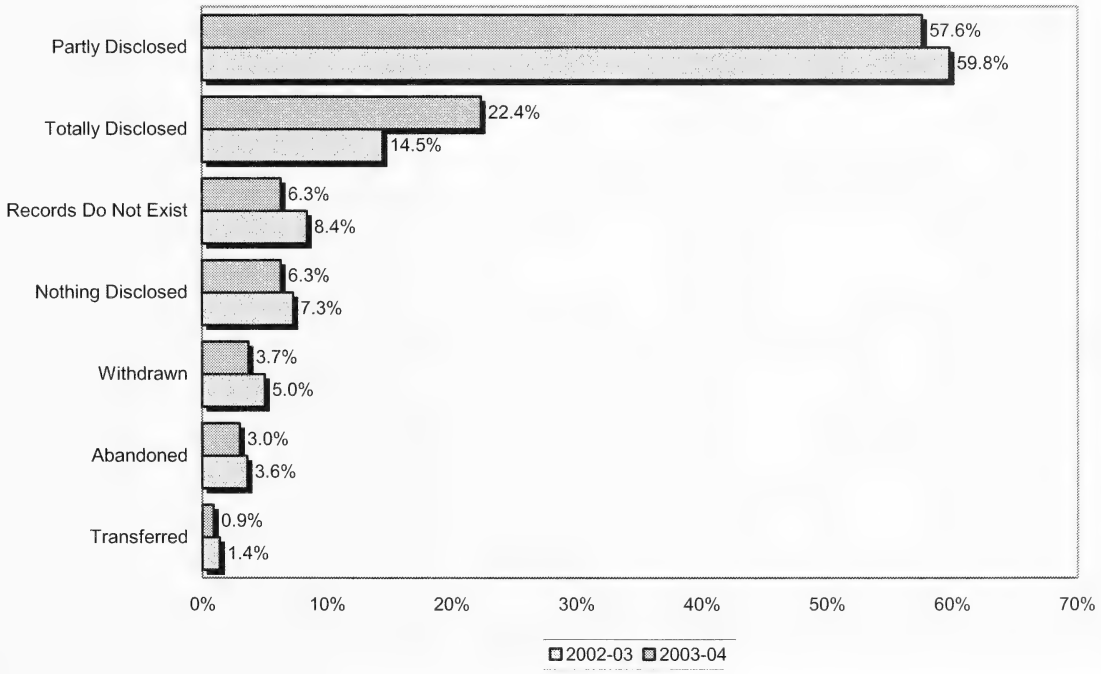
Distribution of General Requests under the Act Processed by Local Public Bodies By Distribution – April 1, 2003 to March 31, 2004

Public Body	Totally Disclosed	Disclosed Partly	Nothing Disclosed	Abandoned	Records Do Not Exist	Withdrawn	Transferred	Disposition Total
City of Calgary	8	23	2	3	2	1	0	39
Regional Health Authority 6 (Capital Health)	10	16	2	0	1	0	0	29
Calgary Police Service	5	14	1	3	4	1	0	28
Lethbridge Regional Police Service	2	15	5	0	1	0	0	23
Town of Bashaw	21	0	1	0	0	0	0	22
M.D of Rocky View	16	0	1	1	1	0	0	19
Edmonton Police Service	2	4	6	1	2	0	1	16
Regional Health Authority 3 (Calgary Regional Health Authority)	1	5	0	0	2	2	0	10
City of Edmonton	0	5	1	1	1	1	0	9
University of Alberta	0	6	0	1	0	0	0	7
Calgary Board of Education	0	4	0	3	0	0	0	7
The Evergreens Foundation	6	0	0	0	0	0	0	6
Town of Canmore	4	0	0	0	2	0	0	6
Town of Drayton Valley	5	0	0	0	0	0	0	5
Mountain View County	5	0	0	0	0	0	0	5
Strathcona County	0	5	0	0	0	0	0	5
City of Lethbridge	1	4	0	0	0	0	0	5
Grant MacEwan College	3	0	0	0	1	0	0	4
County of Thorhild No. 7	0	4	0	0	0	0	0	4
Leduc County	0	4	0	0	0	0	0	4
Regional Municipality of Wood Buffalo	2	0	0	0	0	1	0	3
University of Calgary	0	0	1	0	1	1	0	3
Calgary Police Commission	0	2	0	0	1	0	0	3
Northern Alberta Institute of Technology (NAIT)	1	1	0	0	0	0	0	2
Town of Slave Lake	2	0	0	0	0	0	0	2
M.D. of Greenview No. 16	0	1	0	1	0	0	0	2
Regional Health Authority 9 (Northern Lights Health Region)	0	1	1	0	0	0	0	2
Regional Health Authority 1 (Chinook Health Region)	0	0	0	2	0	0	0	2
Calgary Public Library	2	0	0	0	0	0	0	2
Town of Vulcan	2	0	0	0	0	0	0	2
Bethany Care Society	2	0	0	0	0	0	0	2
Municipality of Crowsnest Pass	1	0	0	1	0	0	0	2
Mount Royal College	0	0	0	2	0	0	0	2
City of St. Albert	1	1	0	0	0	0	0	2
City of Red Deer	2	0	0	0	0	0	0	2
City of Leduc	0	1	0	1	0	0	0	2
All Other Local Public Bodies*	6	11	0	2	2	3	0	24
Total Requests	110	127	21	22	21	10	1	312

* 24 local public bodies each processed one request.

For personal requests, local public bodies disclosed all or part of the records 80% of the time. Records did not exist 6% of the time. Requests for records were abandoned, withdrawn, or transferred to another public body 8% of the time. No records were disclosed in response to 6% of requests.

Outcome of personal information requests received by local public bodies in 2003-2004



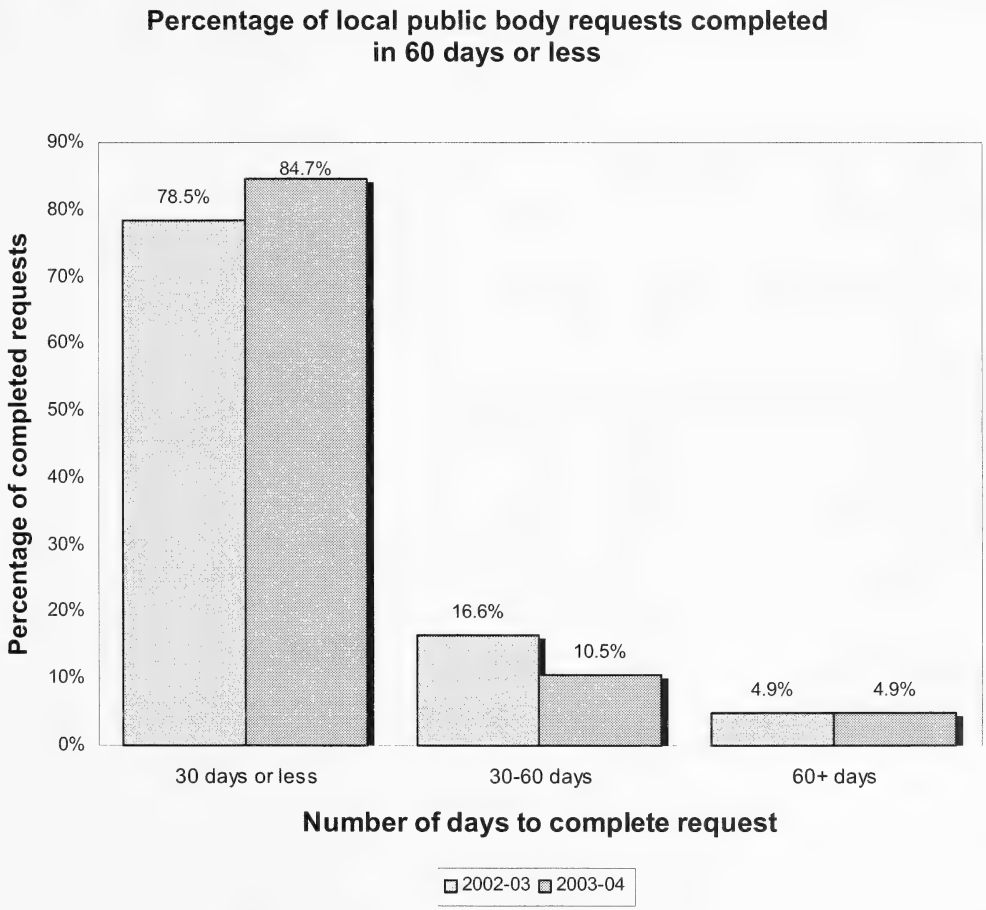
Distribution of Personal Requests under the Act Processed by Local Public Bodies By Distribution – April 1, 2003 to March 31, 2004

Public Body	Totally Disclosed	Disclosed Partly	Nothing Disclosed	Abandoned	Records Do Not Exist	Withdrawn	Transferred	Disposition Total
Calgary Police Service	23	165	13	8	18	15	2	244
Edmonton Police Service	11	43	13	0	2	1	0	70
Grant MacEwan College	36	12	0	1	2	0	1	52
M.D. of Rocky View	17	14	1	3	2	2	0	39
City of Calgary	5	23	1	1	2	2	1	35
University of Calgary	14	7	1	1	2	0	0	25
University of Alberta	11	7	0	1	2	0	0	21
Lethbridge Regional Police Service	0	11	3	0	1	0	0	15
Calgary Board of Education	1	6	2	0	1	0	0	10
Northern Alberta Institute of Technology (NAIT)	2	6	0	0	0	0	0	8
City of Lethbridge	0	6	0	0	0	0	0	6
Regional Health Authority 6 (Capital Health)	1	3	0	1	0	0	0	5
City of Edmonton	0	2	0	1	0	0	0	3
Edmonton Public School District No. 7	0	3	0	0	0	0	0	3
Edmonton Catholic Schools	0	1	0	0	2	0	0	3
Southern Alberta Institute of Technology (SAIT)	0	3	0	0	0	0	0	3
Fairview College	0	1	0	0	1	0	0	2
Grande Prairie Regional College	0	2	0	0	0	0	0	2
Medicine Hat Police Service	0	2	0	0	0	0	0	2
Medicine Hat School District	0	2	0	0	0	0	0	2
Athabasca University	0	2	0	0	0	0	0	2
Regional Municipality of Wood Buffalo	2	0	0	0	0	0	0	2
Regional Health Authority 2 (Palliser Health Region)	2	0	0	0	0	0	0	2
All Other Local Public Bodies*	4	10	2	0	1	1	1	19
Total Requests	129	331	36	17	36	21	5	575

* 19 local public bodies each processed one request.

Response Times

Overall, 95% of requests made to local public bodies were completed within 60 days of receiving the requests. This total represents nearly 85% completed within 30 days, and nearly 11% within 30 to 60 days. Just under 5% were completed in more than 60 days.



2(d) Distribution of Requests under the Act Received by Local Public Bodies, April 1, 2003 to March 31, 2004

Public Body	General Information Requests	Personal Information Requests	Correction of Personal Information	Total Requests
Calgary Police Service	25	247	0	272
Edmonton Police Service	16	63	0	79
City of Calgary	42	34	0	76
M.D. of Rocky View	19	39	0	58
Grant MacEwan College	4	52	0	56
Lethbridge Regional Police Service	23	15	0	38
Regional Health Authority 6 (Capital Health)	31	6	0	37
University of Alberta	10	20	1	31
University of Calgary	3	20	0	23
Town of Bashaw	22	0	0	22
Calgary Board of Education	7	9	0	16
Regional Health Authority 3 (Calgary Regional Health Authority)	12	2	0	14
Northern Alberta Institute of Technology (NAIT)	2	8	3	13
City of Edmonton	8	2	0	10
City of Lethbridge	5	5	0	10
Strathcona County	5	1	0	6
The Evergreens Foundation	6	0	0	6
Town of Canmore	6	0	0	6
Mountain View County	5	0	0	5
Regional Municipality of Wood Buffalo	3	2	0	5
Town of Drayton Valley	5	0	0	5
All other local public bodies*	59	38	0	97
Total Requests	318	563	4	885

* 54 local public bodies each received four or fewer requests.

3(a) Expenditures

Government and Program Support Services spent $577,146 in 2003-2004 administering the FOIP Act. Additional costs were incurred by each of the public bodies subject to the Act. Expenditures by the Office of the Information and Privacy Commissioner are also related to the administration of the Act and reported annually by that Office.

3(b) Fees

The fee schedule for processing FOIP Requests is set out in Schedule 2 of the FOIP Regulation. In 2003-2004, provincial government ministries collected fees of over $66,000. Fee information is not available for local public bodies.

General information requests

For general information requests, a $25 initial fee is charged. Additional charges may be applied for time spent locating, retrieving and preparing records for disclosure, computer programming and processing, and copying records. Additional fees cannot be charged for the time that is spent reviewing records to determine the need for severing information.

The Act allows for continuing requests, where the request remains active for a specified period up to two years. The initial fee for a continuing request is $50.

When a request is received, a fee estimate is prepared. If the estimate is less than $150, no additional fees are collected from the applicant.

Personal information requests

Applicants requesting their own information pay only copying charges, and only if the charges exceed $10.

Total fees collected by provincial government ministries

Type of fee	Amount collected	
	2003-2004	2002-2003
General information requests		
Initial fees	$27, 025	$26,252
Other general fees	$18, 441	$59,546
Personal information requests		
Copying	$20, 798	$21,343
Total	**$66,264**	**$107,141**

Fee waivers by provincial government ministries

Public bodies and the Information and Privacy Commissioner may waive fees if the applicant cannot afford payment, if the record relates to a matter of public interest, or for any other reason that it is deemed fair to excuse payment.

The amount of these fee waivers is shown in the following table.

Type of request	Amount waived	
	2003-2004	2002-2003
General information requests	$3,629	$2,402
Personal information requests	$4,043	$1,932
Total	**$7,672**	**$4,334**

Fees are often reduced or eliminated by clarifying requests and providing only the records actually needed by the applicant. The value of fees eliminated in this way cannot be calculated.

For more information:

Alberta Government Services
Government and Program Support Services
3rd Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta
T5J 4L4

Telephone: 780/422-2657
Facsimile: 780/427-1120
E-mail: foiphelpdesk@gov.ab.ca
Web site: www.gov.ab.ca/foip

Library and Archives Canada
Bibliothèque et Archives Canada
3 3286 53330437 0

11/2004 200
ISSN 1485-5372

Alberta
GOVERNMENT SERVICES